



QS

**HEADING** →

**TO: Distribution List\***  
**FROM: Jessica Reynolds**  
**DATE: December 10, 1994**  
**SUBJECT: Flextime**

**BODY** →

**DS**  
Beginning next month, our employees will take part in a flexible hours program called Flextime. Our normal workday will be 9 a.m. to 5 p.m.

**DS**  
Attached is the schedule of hours for our employees. Please take a few minutes to review this schedule and contact me if you have any questions.

**REFERENCE INITIALS** → **DS jr**

**ATTACHMENT NOTATION** → **DS Attachment**

**DISTRIBUTION LIST** → **DS**

**\*Distribution:**

Mary Solomon  
Debbie Crossman  
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